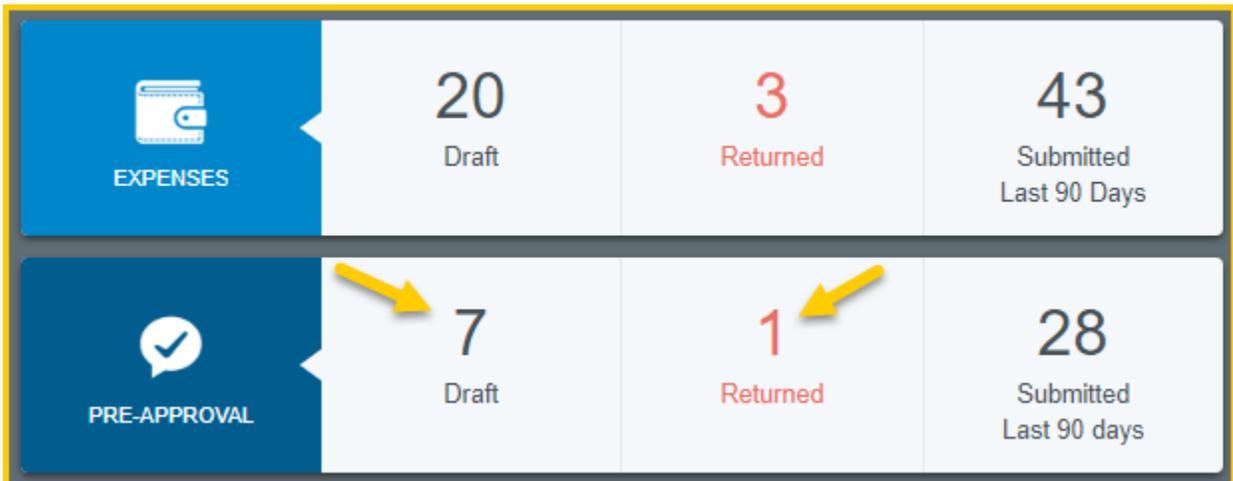




Chrome River User Manual

EDITING A PRE-APPROVAL REPORT

To edit an existing Pre-Approval Report, locate either a draft or returned report by clicking on the appropriate section on the Chrome River dashboard.



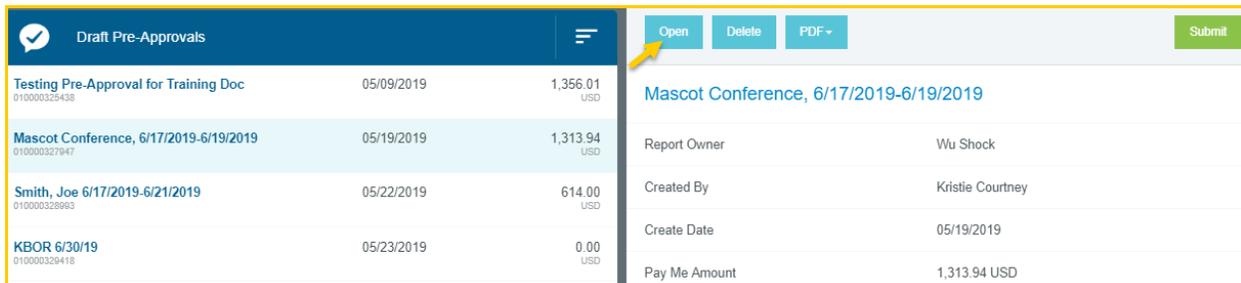
Either the **Draft Pre-Approvals** or **Returned Pre-Approval** screen will display. Click on the Pre-Approval report you wish to edit.

Draft Pre-Approvals			
Testing Pre-Approval for Training Doc 010000325438	05/09/2019	1,356.01 USD	
Mascot Conference, 6/17/2019-6/19/2019 010000327947	05/19/2019	1,313.94 USD	←
Smith, Joe 6/17/2019-6/21/2019 010000328993	05/22/2019	614.00 USD	
KBOR 6/30/19 010000329418	05/23/2019	0.00 USD	

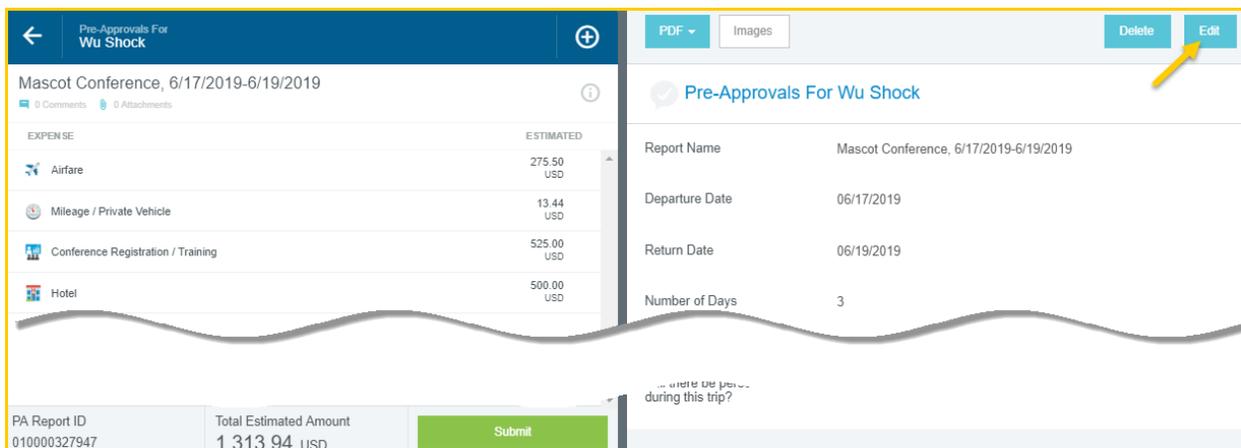


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The report will open on the right side of the screen, click **Open**.



The detail view of the Pre-Approval Report will display. Click **Edit** in the upper right corner to edit the header information.



If any expense lines have been added to the report, only the following fields can be updated:

- Report Name
- Departure Date
- Return Date
- Business Purpose
- Funding
- Comments (add only, not delete or modify)
- Attachments



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Pre-Approvals For Wu Shock

Report Name Mascot Conference, 6/17/2019-6/19/2019

Departure Date 06/17/2019

Return Date 06/19/2019

Number of Days 3

Business Purpose Attend national Mascot conference

Traveler Type -- Select --

Destination

Travel Type -- Select --

Will there be personal time during this trip?

Type the funding you would like to search for in the Search for Funding box below. As you type, a drop down list of matching items will be displayed for selection.

Funding

D10252-101510-01620 D10252: RU Controller's Office 101510: Financial Operations

0000-Pre-Approval

Add Funding

Comments (0)

Add Comment

Attachments (0)

Drag image here to upload



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After modifying the Pre-Approval Report header, click **Save** in the upper right corner. To modify individual expense lines, click on the expense line. The expense form will display on the right side of the screen. Click the **Edit** button in the upper right corner of the form.

The screenshot shows the Chrome River interface for a Pre-Approval Report. The header indicates the report is for 'Wu Shock' and the event is 'Mascot Conference, 6/17/2019-6/19/2019'. A list of expense lines is displayed on the left, with 'Airfare' selected. The right side shows the detailed view for the 'Airfare' expense line, including the estimated amount (275.50 USD), description ('Round Trip Airfare to Dallas Texas'), and payment method ('Procurement Card'). The 'Edit' button in the upper right corner of the expense form is highlighted with a yellow arrow.

EXPENSE	ESTIMATED
Airfare	275.50 USD
Mileage / Private Vehicle	13.44 USD
Conference Registration / Training	525.00 USD
Hotel	500.00 USD

PA Report ID: 010000327947 | Total Estimated Amount: 1,313.94 USD | Submit | 1 of 4 | Next >

The expense form fields will open for editing. Make any desired changes and click **Save** in the upper right corner.

The screenshot shows the 'Airfare' expense form in edit mode. The 'Estimated Amount' field is set to 275.50 USD. The 'Description' field contains 'Round Trip Airfare to Dallas Texas'. The 'To Be Paid By' dropdown menu is set to 'Procurement Card'. The 'Save' button in the upper right corner is highlighted with a yellow arrow.

Estimated Amount: 275.50 USD

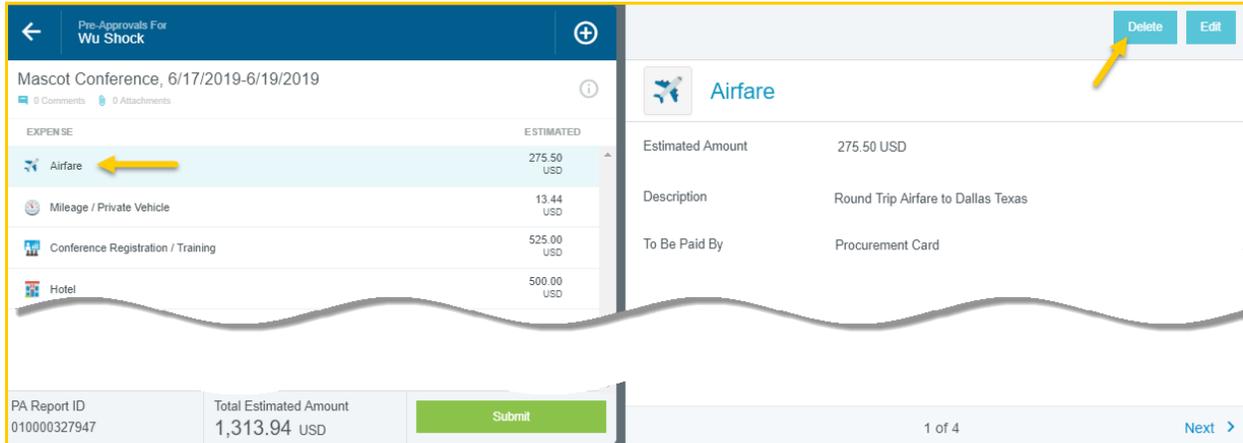
Description: Round Trip Airfare to Dallas Texas

To Be Paid By: Procurement Card

To delete an individual expense line, click on the expense line. The expense form will display on the right side of the screen. Click the **Delete** button in the upper right corner of the form.



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The Delete Item conformation message will appear. Click the **Delete** button to delete the expense line from the Pre-Approval Report.

